

The City of Greenbelt, Department of Recreation

# 2008 Festival of Lights Art and Craft Fair

Now in its 37<sup>th</sup> year in historic downtown Greenbelt

Greenbelt Community Center ★ 15 Crescent Road, Greenbelt, MD 20770 ★ contact Barbara Davis ★ 240-542-2062 ★ bdavis@greenbeltmd.gov

SHOW DATES:	December 6 and 7	EARLY ACCEPTANCE:	limited availability throughout the year (see below)
APPLICATION DUE:	October 3 (received by 4pm)	PAYMENT DUE:	October 24 – following acceptance (no refunds)
NOTIFICATION DATE:	October 10		

- Eligibility** This fair supports artists, artisans, and other community members in the sale of their own, original, hand-made creations. No kit crafts, imports, or commercially produced items will be permitted. This is a juried show. Acceptance is not guaranteed.
- Schedule** Fri, Dec 5: set up 5-10pm; fair not yet open. Sat, Dec 6: set up: 8 - 9:30am. Fair open 10am -5pm.  
Sun, Dec 7: fair open 11am-4pm. Load out 4-6pm. Exhibitors must be present and stocked both days of the fair, all fair hours.
- Where** The fair will occupy the gymnasium and the Community Meeting Room at the Greenbelt Community Center. The Center is easily accessible by these major routes: MD 193, MD 201, the Washington Beltway, and the Baltimore-Washington Parkway.
- Fees** No fee to apply. Professional exhibitors (in the gym): \$65.00 per 5' (depth) x 10' (front) space — no wall or electricity. \$75 per 5' (depth) x 10' (front) wall space with electricity (note: *limited availability*) \*\*\*GYM STAGE booths: a very limited number may be offered once the regular exhibition space is full. (\$85) See details on reverse. \*\*\* Rental: 6' tables - \$10, chairs - \$5 each (both very limited availability; MUST be reserved in advance). Youth/non-profit exhibitors: \$20.00 per booth space including table and chairs. Booth fees are nonrefundable. Payment due upon acceptance. Do not send payment with application.
- Sales tax** Maryland requires all exhibitors including youth and non-profits to have a tax number and collect sales tax. If you do not have a State tax identification number, the State Comptroller's office will contact you to provide a temporary number.
- Security** The exhibit rooms will be locked at night. Additional security measures are limited to cameras in the halls, and building staff during public hours. The Recreation Department cannot be responsible for any articles lost, stolen, or damaged.
- To apply** Your application must be accompanied by clear photographs or cd (no original artwork) of pieces representative of the items you plan to sell, plus a photo of your booth setup. All items to be sold must be clearly described in the application. A self-addressed, stamped envelope required for return of work. Forward all materials to Barbara Dickey Davis at the Greenbelt Community Center.
- Application Process:** Applications will be reviewed on a rolling basis throughout the year. Exhibitors will be informed of their acceptance status by the October 10 notification date, if not sooner. Professional exhibitors will be selected through a jury review process based on: quality of craftsmanship; artistic merit; originality of design; price point; past compliance with show regulations; and the goal of a diverse array of exhibitors. In limited cases, some exhibitors may be granted early acceptance based on the exceptional quality and originality of their wares. Youth and non-profit exhibitors will be admitted on a space-available basis; acceptance to the fair will be contingent on past compliance with fair guidelines. Once notified of acceptance, exhibitors must provide full payment by October 24. If payment is not received when due, the exhibitor may lose his/her space at the fair. Decisions of the Recreation Department regarding acceptance to the show and booth space assignments are final and not subject to appeal.
- Cancellations** If you are accepted to the fair but cannot attend, please notify the Recreation Department. If you fail to provide notification or if you do not participate on both days during all fair hours as required you may be excluded from future fairs.
- Requirements** No kit crafts, imports, or commercially produced items will be permitted. (\*Rare exceptions may be granted in advance of the fair based on application. Consideration will be given to non-profit groups, for example, for items which specifically promote their organization and its mission.) Craft demonstrations are encouraged.  
All tables (including those rented from the City) must be fully draped and skirted.

## **\*\*\* Larger Booth Space Offer for Professional Exhibitors \*\*\***

Stage Spaces	Based on the growing popularity of the Festival of Lights Art and Craft Fair, a very limited number of 10' x 10' exhibitor spaces on the gym stage may be offered. The spaces will be offered once the regular exhibition space on the gym floor is full. An exhibitor may trade up a floor space for a stage space.
Details	<p>The gym stage exhibitor space would be</p> <ul style="list-style-type: none"><li>• 10' x 10' size</li><li>• Accessible by stairs from the gym plus a wheelchair lift</li><li>• \$85</li><li>• Electricity included</li><li>• Exhibitor brings booth lighting</li><li>• Wall space is not available</li></ul>
How to Apply	Exhibitors who are interested should check the box on the application form. Exhibitors will be contacted when the spaces become available.

# 2008 Festival of Lights Art and Craft Fair

## Exhibitor Application

**Due October 3 (received by 4pm) Apply early for best chances!**

City of Greenbelt, Department of Recreation, at the Greenbelt Community Center ☆ 15 Crescent Road, Greenbelt, MD 20770  
contact: Barbara Davis, Arts Assistant ☆ bdavis@greenbeltmd.gov ☆ 240-542-2062

Name (Individual, or group and contact person): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (am) \_\_\_\_\_ (pm) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Description of all items to be sold: *Please be specific about materials and techniques.*

Price range of items: \_\_\_\_\_ *Note to exhibitors: vendors participating in previous fairs have been most successful selling low cost items (\$18 average sale) at higher volume. Some items have sold at prices up to \$350.)*

Your application must be accompanied by clear photographs or cd of pieces which are representative of the items you plan to sell, plus a photo of your booth. If you are accepted into the fair, your images will be returned to you at the event. Otherwise, your materials will be returned by mail. Please enclose a self-addressed, stamped envelope with your application. Professional exhibitors are selected through a competitive process; feel free to include printed materials which demonstrate the quality of your craft, the sophistication of your display, or your professional credentials. *Do not bring in original work for consideration.*

**PLEASE DO NOT ENCLOSE PAYMENT WITH YOUR APPLICATION. FEES ARE DUE *UPON ACCEPTANCE* TO THIS FAIR.**

☐ **PROFESSIONAL EXHIBITOR (IN GYMNASIUM)**

Booth Spaces - no wall or electric access: 5' deep X 10' wide. \$65 each. # of adjacent spaces requested \_\_\_\_\_ = \$ \_\_\_\_\_

Booth Spaces with wall and electric access: 5' deep X 10' wide. \$75 each. # of adjacent spaces requested \_\_\_\_\_ = \$ \_\_\_\_\_

Table or Chair Rental (BOTH LIMITED AVAILABILITY): 6' tables \$10 each # of tables requested \_\_\_\_\_ = \$ \_\_\_\_\_  
chairs \$5 each # of chairs requested \_\_\_\_\_ = \$ \_\_\_\_\_

☐ Check if interested in trading up for a GYM STAGE BOOTH SPACE\*\*\* (*very limited availability* \$85, 10'x 10' space. See details attached)

☐ **YOUTH OR NON-PROFIT EXHIBITOR**

Booth Spaces: 6' table in the Community Meeting Room. \$20 each # of spaces requested \_\_\_\_\_ = \$ \_\_\_\_\_

*I have reviewed and agree to all exhibitor guidelines for this fair. I have provided a full and accurate overview of the items I plan to sell. I acknowledge that offering items not described in this application may result in forfeiture of my booth space without refund. I understand that the City of Greenbelt is not liable for theft or damage to any of my goods or personal belongings, and that the City is not liable for any personal injury which I may incur in the course of setting up, operating, or taking down my display. I acknowledge that acceptance to this fair is not guaranteed, and that the decisions of the Recreation Department regarding acceptances and booth space assignments are final and not subject to appeal.*

Exhibitor's signature \_\_\_\_\_ Date \_\_\_\_\_ MD tax identification number \_\_\_\_\_ Check here if  
in need of tax number

*For staff use only: ACTIVITY # 483202-2*

Date notified of receipt: \_\_\_\_\_ Early Acceptance: \_\_\_\_\_ Deferral: \_\_\_\_\_ Standard Acceptance: \_\_\_\_\_ Waitlist: \_\_\_\_\_ Decline: \_\_\_\_\_